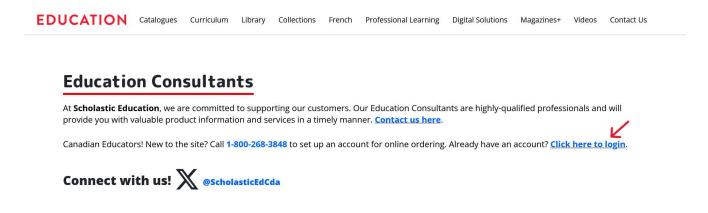
Placing a SCH\$LASIC DOLLARS Order Online from Scholastic Education

Logging into your Account

- 1. Go to the Scholastic Education website: https://www.scholastic.ca/education/
- 2. Scroll down to Education Consultants and select "Click here to login".



3. This will take you to the login page. Enter your email address and password. If this is your first time using the Education Online Ordering site, you will need a password. Please contact our Customer Service at 1-800-268-3848 and they will be able to provide one to you. Please note this password is NOT the same as your Book Fair Toolkit login or your Book Clubs account.



Congratulations! You have successfully logged into your Education account and can now start exploring the website, browsing book selections, and placing orders using your Scholastic Dollars!

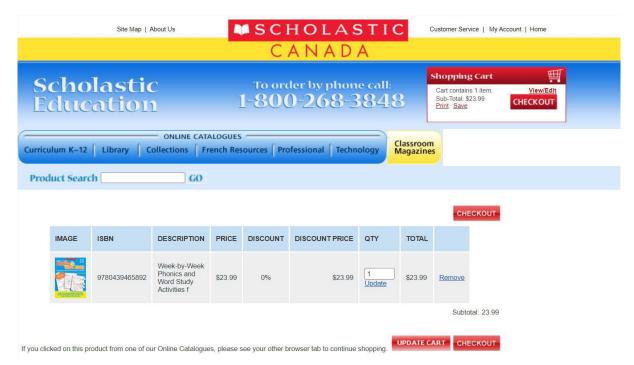
Placing a Scholastic Dollars Order Online:

4. After logging in, you will be taken to the online ordering screen.



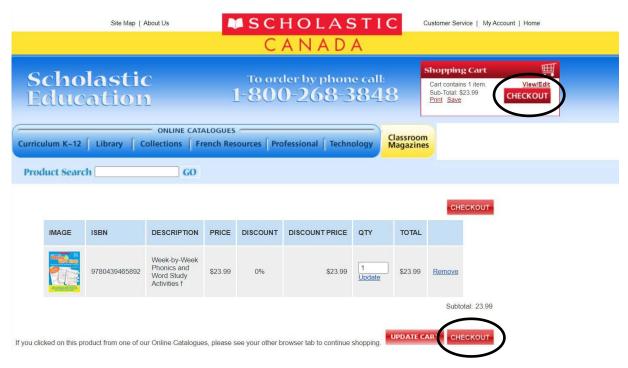
- 5. You now have several options for adding items to your cart:
 - Click on "Quick Order Entry" and input the 13-digit ISBNs and quantities to add them to your cart and click on "Continue'.
 - Utilize the product search bar to search for items by keyword, title, author, or 13-digit ISBN. Select requested quantities and click "Add to Cart" for the desired items.
 - Browse the Online Catalogues section to shop by categories and then add selected items to your cart.

The Shopping Cart field will update as items are added to your cart.

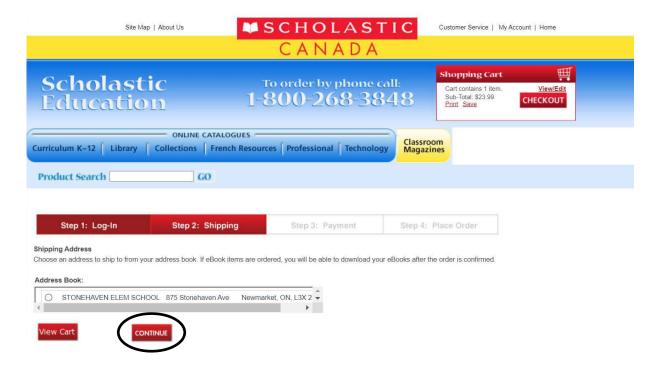


SCHOLASTIC BOOK FAIRS

6. When you're ready to proceed with your purchase, click on "Checkout".

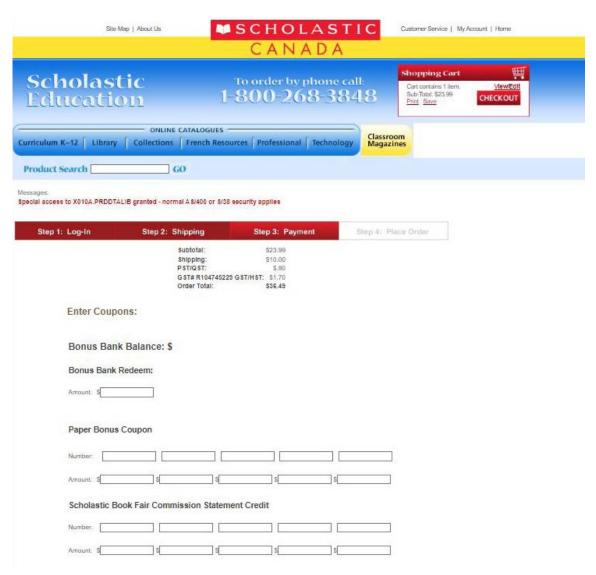


7. Select your school and click on "Continue".



MSCHOLASTIC BOOK FAIRS

8. Complete the "Scholastic Book Fair Commission Statement Credit" fields with your certificate number and amount to spend. Your certificate numbers can be found on your most recent Rewards Statement. If you cannot locate this, you can contact our Customer Service at 1-800-268-3848 and they will be able to provide this to you. In the event that you cannot obtain your certificate number, please enter "12345" and your oldest balance will be applied to the order.

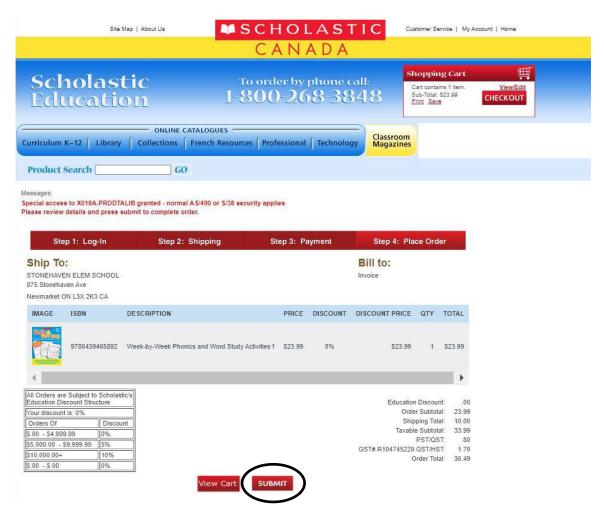


SCHOLASTIC BOOK FAIRS

- 9. Click on "Continue".
- 10. Choose "Pay by Invoice" and click on "Continue".



11. Review your order including all Items, quantities, personal information, shipping address, shipping charges, and taxes.



12. Click on 'Submit' to complete and submit your order.

MSCHOLASTIC BOOK FAIRS

Additional Information:

After receiving your confirmation number via email, you have until 2pm EST on the following business day to make any modifications. To make changes to your order, please call Customer Service at 1-800-268-3848.

Our Education Consultants are highly-qualified professionals and are available to provide you with valuable product information and services related to any Education resources. Click the link to find your Education Consultant: https://www.scholastic.ca/education/consultants/